



DEPARTMENT OF THE ARMY
HEADQUARTERS FORT MONROE
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

IMNE-MNR-ZA

07 SEP 2005

MEMORANDUM FOR Mr. Paul A. Heilman, Director of Morale,
Welfare and Recreation, Headquarters Fort Monroe, Fort Monroe,
Virginia 23651

SUBJECT: Delegation of Pay Setting for all NF 03 and Below
Pay Band Employees

1. Reference US Army Installation Management Agency Policy #17, Subject: Nonappropriated Funds (NAF) Pay Policy, para 5a.
2. In accordance with reference, Garrison Commanders are authorized to approve pay for NF-05 and 04 level NAF employees, and they may delegate approval of pay setting for all NF 03 and below pay band employees. Therefore IAW said reference and our past practice, you have the authority to set pay for all NF-03 and below pay band employees.
3. You may not redelegate this authority to subordinate supervisors unless they are acting in your position when you are absent for an extended period of time.

A handwritten signature in cursive script, reading "Jason T. Evans", is written over the typed name.

JASON T. EVANS
Colonel, Adjutant General
Commanding